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9 June 1981

MEMORANDUM FOR: See Distribution

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FROM :
Acting Chief, Management Staff, ODP

SUBJECT : Management by Objectives Conference for
Third Quarter FY-81

1. Following is the schedule for the third quarter FY 1981 Management by Objectives Conferences with the Director of Data Processing. They will be held in the ODP conference room, 2D03, Headquarters.

<u>Date July 1981</u>	<u>Component</u>	<u>Time</u>
14	AS	1030-1200
15	DD/P except AIM	1000-1200
16	Joint DD/A & DD/P	
	MS & AIM	1030-1200
16	DD/A	1300-1430
21	Make-up	1030-1200

2. Attachment A summarizes the ODP MBO's this quarter and the responsible officers. The DDA level Management by Objectives were discontinued in March 1981 to be replaced by another program. We have not received any information about the new program. The DDA level objectives are redesignated ODP level objectives and will be presented this quarter.

3. As a reminder, the Narrative Status Report plus the Objective and Action Plan Report should be sent to the Management Staff by the last day of this month.

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Att: a/s

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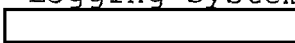
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ODP MBO's
THIRD QUARTER FY-81

<u>Component</u>	<u>Objective Title</u>	<u>Responsible Officer</u>
<u>AS</u>	Update of ODP T/O ODP Records Schedule ODP Space Requirements	
<u>DD/P</u>	GIMINI Introduction of Softcopy Terminal Implementation of Computer Plan Manual Document Logging System  Facility	
<u>Joint</u>	App/Proc Word Processing AIM App/Proc Computer Graphics Terminal Install- ation Policy	
<u>DD/A</u>	CAMS 4C Message Handling Facility	
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4 June 1981

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MEMORANDUM FOR: All ODP Component Chiefs
FROM :
Acting Chief, Management Staff
SUBJECT : Draft ODP Instructions
REFERENCES : (a.) Memo for, ODP Division and Staff Chiefs,
fm A/C, MS, Subject: Proposed ODP
Instruction (Security Procedures for Delta
Data Equipment), dtd 2 June 1981
(b.) Memo for, ODP Division and Staff Chiefs,
fm SO/ODP, Subject: Proposed ODP
Instruction (Word Processor Magnetic
Storage Media), dtd 2 June 1981

1. Recently draft ODP Instructions on Security Procedures for Delta Data Equipment and Word Processor Magnetic Storage Media were inadvertently sent to all ODP branches for comment (see references).

2. Since responses at the division and staff chief level only are desired, we would appreciate if you would consolidate branch responses accordingly. Sorry for any inconvenience this may have caused.

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